

**ENGINEERING AND RELATED SERVICES
SEPTEMBER 30, 2011**

**STATE PROJECT NO. H.003074.5
F.A.P. NO. H.003074
WILLIAMS BOULEVARD – VETERANS BOULEVARD
ROUTE I-10
JEFFERSON PARISH**

**STATE PROJECT NO. H.009087.5
F.A.P. NO. H.009087
LOYOLA DRIVE – WILLIAMS BOULEVARD
ROUTE I-10
JEFFERSON PARISH**

DBE GOAL - 10%

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), “Professional Engineering and Related Services”, revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Mr. Li Yang, P.E.

All inquiries concerning this advertisement should be sent in writing to Debbie. Guest@LA.gov.

PROJECT DESCRIPTION

This project involves the widening of I-10 between the Loyola Drive and Veterans Boulevard interchanges. The design contract will result into two sets of pre-construction plans; one between the Loyola Drive and Williams Boulevard interchanges and one between the Williams Boulevard and Veterans Boulevard interchanges as further described below:

H.003074.5

The project is located on I-10 between the Williams Boulevard and Veterans Boulevard interchanges in Jefferson Parish. The total project length is 1.85 miles.

The project shall consist of constructing one 12' additional lane with a 10' shoulder inside along the I-10 eastbound and westbound roadways with median barrier. In addition, concrete sound walls shall be constructed along the I-10 westbound on the north side of I-10.

As a part of this project, the bridges over Canal No.3 and Veterans Boulevard will also be widened. Sound barriers will be included on the north side of the I-10 westbound bridges.

H.009087.5

The project is located on I-10 between the Loyola Drive and Williams Boulevard interchanges in Jefferson Parish. The total project length is 1.65 miles.

The purpose of the project is to construct 10' inside shoulders in both directions of I-10 and one 12' auxiliary lane with a 10' outside shoulder along I-10 westbound between Loyola Drive and Williams Boulevard Interchanges. A double-lane exit ramp will be provided at the Loyola Drive Interchange. A double-lane entrance ramp at the Loyola Interchange will be investigated during the design phase. As part of this project, the bridges over Duncan Canal will also be widened. In addition, the concrete lining for the Duncan canal cross section will be provided under I-10 bridges within existing right-of-way. Furthermore, concrete noise barriers will be built along I-10 in both directions.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 3: Design

Part I: Surveying Services

(a) Topographic Survey

Part III: Preliminary Plans

Part IV: Final Plans

Stage 5: Construction

Part I: Construction Support

Part II: Shop Drawings

The contract will consist of four parts. These parts are described below.

Topographic Survey for H.003074.5 and H.009087.5 – The Consultant shall be responsible for all services required to make a complete topographic survey, in English units of measure, as required for the proper design and layout of ~~the~~ each project. The survey should include, but not be limited to the staking of centerline when required and when physically possible and, where this is not possible, to the running of all ground traverses necessary to compute and establish centerline. Aerial photogrammetry may be used when feasible and by written agreement with the DOTD in developing the

topographic surveys. This work shall include, for the control of the field survey and later use, the establishment of referenced iron rods along ~~the each~~ Project, as may be necessary, to define the centerline and of a referenced system of bench marks on a closed level circuit. The survey shall also include the location and establishment of ownership of all utilities in the way of construction as specified in the manual. In addition, the survey shall include structural survey for the bridges. The Consultant's attention is specifically directed to requirement in the manual whereby a sketch of the survey line shall be submitted to the DOTD Location and Survey Administrator for approval immediately after the initial establishment of said line and prior to proceeding further with the survey. The Project survey control and horizontal alignment shall be based on the Louisiana State Plane Coordinate System, (NAD-83-92), as determined by G.P.S. observation. Terrestrial Lazer 3D Scanning method of surveying will be an acceptable means of obtaining topographic survey data.

H.003074.5

Preliminary Design – The Consultant shall be responsible for all engineering services required for preparing the preliminary design, for the completion of preliminary plans, and for the construction estimates of the project, all under a schedule for completion which shall be in conformity with the contract time specified in Contract Time Section. The project includes, but is not limited to:

- Constructing one 12' additional lane with 10' shoulder inside along the I-10 eastbound and westbound roadways with median barrier
- Widening the bridges over Canal No. 3 and Veterans Boulevard (Include Bridge Rating).
- Constructing concrete sound barriers on the north side of I-10 westbound.
- Constructing sound barriers on the bridge of the north side of I-10 westbound.

H.009087.5

Preliminary Design – The Consultant shall be responsible for all engineering services required for preparing the preliminary design, for the completion of preliminary plans, and for the construction estimates of the project, all under a schedule for completion which shall be in conformity with the contract time specified in Contract Time Section. The project includes, but is not limited to:

- Constructing 10' inside shoulders in both directions of I-10
- Constructing one 12' auxiliary lane with 10' outside shoulder along the I-10 westbound.
- Providing a double-lane exit ramp at the Loyola Interchange.
- Investigating a double-lane entrance ramp at the Loyola Interchange during the design phase.
- Widening the bridges over Duncan Canal.
- Constructing the concrete lining for the Duncan canal cross section under I-10 bridges within existing right-of-way.
- Building concrete noise barriers along I-10 in both directions.

Final Design for H.003074.5 and H.009087.5 – The Consultant shall be responsible for producing detailed Final Plans for ~~the each~~ project.

During the progress of preliminary and final design phases of the contract, intermediate submissions will be made to the DOTD for review and comment at the 30%, 60%, and 90% levels of completion. Comments received as a result of the submissions will be discussed with the DOTD and incorporated into the final submittal of that respective phase as warranted.

Construction Support for H.003074.5 and H.009087.5 – The Consultant shall be responsible for providing construction related services during the construction phase, which includes, but is not limited to shop drawing reviews and approvals, requests for information (RFIs), change orders, dynamic monitoring, and pile test.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic design deliverables in conformance with “DOTD Software and Deliverable Standards for Electronic Plans” as outlined at http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp. The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

- State Project Number
- “Final Plans Submittal”, “60% Final Submittal” (or other milestone)
- “Electronic Deliverables”
- Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable “hash” code that is documented in a report generated by the ControlCAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables in conformance with DOTD electronic standards for plans. The prime consultant shall review all survey data delivered for the design of the project and shall submit, in writing, certification to DOTD confirming that the prime has

reviewed the topographic survey data and find it is acceptable and complete for the use in designing the project as required by the scope of the contract.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

SERVICES TO BE PERFORMED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

1. Environmental Assessment Route I-10: Loyola Drive Interchange to Tulane Avenue Interchange (September, 1993)
2. Noise Mitigation Planning and Conceptual Engineering for Route I-10: Loyola Drive – Tulane Avenue (October, 1998)
3. Noise Barrier Design and Landscaping St. Charles – Jefferson Parish line (February, 2000)
4. Access to the As-Built Plans – the consultant will be responsible for obtaining the as-built plans.
5. Access to the Standard Plans

ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering services will be established by Supplemental Agreement(s) for the following:

- Geotechnical Design (Subsurface Investigation)
- Dynamic Monitoring and Pile Load Test
- Transportation Management Plan (TMP) (If needed)
- Subsurface Utility engineering (SUE) services (If Needed)

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

CONTRACT TIME

The overall contract time for Stage 3 should not exceed 1030 calendar days. The contract time for Stage 5 is dependent upon the actual construction time.

The delivery schedule for all parts will be negotiated and approved by the Project Manager. The final part (Construction Support and Shop Drawings) elements will coincide with the execution of the construction contract.

CONTRACT NEGOTIATION TIME

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 30 calendar days following the notification of selection. All negotiations must be completed within 60 calendar days following the notification of selection.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a negotiated fixed fee with a maximum compensation limitation. The specifics of the scope and the compensation for each stage and part will be negotiated at the time the services are required.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO LRFD Bridge Design Specifications
2. AASHTO/ASTM Standards and/or DOTD Test Procedures
3. DOTD Standard Specifications for Roads and Bridges
4. DOTD Roadway Design Procedures and Details
5. Manual of Uniform Traffic Control Devices (Millennium Edition)
6. DOTD Traffic Signal Design Manual
7. National Environmental Policy Act (NEPA)
8. National Electric Safety Code
9. DOTD Environmental Impact Procedures (Vols I-III)
10. Policy on Geometric Design of Highways and Streets
11. Construction Contract Administration Manual

12. Materials Sampling Manual
13. DOTD Bridge Design Manual
14. Consultant Contract Services Manual
15. Geotechnical Engineering Services Document
16. AASHTO Manual for Condition Evaluation of Bridges
17. Manual for Maintenance Inspection for Bridges
18. Bridge Inspectors Reference Manual
19. AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges.
20. DOTD LRFD Bridge Design Manual (Including Technical Memoranda)

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the prime consultant shall be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other responsible member of the prime consultant must be a Professional Civil Engineer, registered in the State of Louisiana with at least five years experience in transportation design management.
3. The Prime Consultant must also employ on a full time basis a minimum of three Professional Civil Engineers registered in the State of Louisiana along with a corresponding support staff. At least one of the previously described should have at least ten years of experience in bridge design, and one should have at least five years of experience in road design.
4. In addition, the prime consultant must also employ on a full-time basis or through the use of a sub-consultant.
 - a. A minimum of one Registered Professional Engineer in the State of Louisiana with three years of experience in traffic engineering to be required in the final design phase for design of the traffic signal. A certification as a Professional Traffic Operations Engineer (PTOE) is required.
 - b. A minimum of one Professional Civil Engineer registered in the State of Louisiana with five years of geotechnical experience including experience with pile supported structures in soft coastal soils of Louisiana and a corresponding support staff.
 - c. A minimum of one Professional Land Surveyor Registered in the State of Louisiana, with at least five years in conducting topographic survey for DOTD, and a corresponding support staff.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;

** The Bridge Design Complex (BC) (50%) and Road Design Rural/Urban (RX) (50%) performance rating will be used for this project.

Complexity Level (complex)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie L. Guest – Ex officio
2. Li Yang – Project Manager
3. Trey Jesclard
4. Chris Guidry
5. Chris Nickel
6. Keith Fournier

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with **State Project Nos. H.003074.5 and H.009087.5**, and will be submitted **prior to 3:00 p.m. CST on Monday, October 17, 2011**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Ms. Debra L. Guest, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.